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Job details

Job 1 of 1

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Bulletin Number 22907BR

Type of Recruitment Transfer Opportunity

Department Auditor-Controller

Position Title ACCOUNTING TECHNICIAN I

Filing Type Standard

Filing End Date 08/02/2013

Filing End Time 5:00 pm PST

General Information The Department of Auditor-Controller is seeking a well-qualified and highly motivated individual to fill a vacancy in the Disbursements Division. The position reports to an Accountant II and is assigned to the Division's Warrant Processing Unit.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Accounting Technician I or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY.

Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (213) 947-4848. Please include your name and bulletin number on all faxed documents.

All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview.

Desirable Qualifications

- Experience using the eCAPS systems;
- Ability to work independently with minimal instructions;
- Ability to adapt to new and/or changed assignments and circumstances with short notice;
- Good verbal and written communication skills;
- Strong interpersonal skills;
- Willingness to take on additional assignments when necessary; and
- Proficiency in Microsoft Excel and Word.

Duties**Electronic Benefit Transfers (EBT)**

Control the ordering, distribution, and safekeeping of blank EBT card stock.

Review and process Cash Aid requests for the Department of Children & Family Services, Department of Public Social Services, and Department of Health Services.

Monitor and verify returned EBT cards and update their status to "Inactive."

Process EBT benefits replacement to participants.

Prepare Daily Fund Transfer Requests (FTRs) to fund the third party administrator for EBT draw downs.

Report monthly cancellation and stale dated warrant counts for the "W" and "WF" bank accounts.

Process Manual Disbursement Field Warrant Request (MDFWR) cancellations.

Process check collections for the Forgery Unit.

Provide backup support to the Affidavit and Warrant Processing Unit.

Affidavit and Warrant Processing

Receive and reconcile warrants and vouchers from the Internal Services Department.

Conduct a daily reconciliation of the eCAPS Inbound Interface Report With the Warrant Register Report to ensure that payment transactions submitted via interface result in a warrant or direct deposit.

Receive and process affidavits for cancellations and reschedule for warrants.

Verify warrants for banks and check cashing agencies.

Vacancy Information

This vacancy is located in the Disbursements Division at 500 West Temple Street – Suite 502, Los Angeles 90012.

Available Shift

Day

Contact Name

Daniel Ramirez

Contact Phone

(213) 974-1278

Contact Email

dramirez@auditor.lacounty.gov

Job Field

Finance and Accounting

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